



OMB Control Number 3245-XXXX
Expiration Date:

SUBCONTRACTOR PAST PERFORMANCE PILOT PROGRAM
Application for Performance Ratings

The Small Business Administration (SBA) is creating a Subcontractor Past Performance Pilot Program as required by Section 1822 of the National Defense Authorization Act for Fiscal Year 2017 (NDAA 2017). This pilot program could give small businesses that serve as subcontractors under prime contracts without a rating in the system used by the Federal Government, (the Contractor Performance Assessment Reporting System (CPARS) or its successor), an opportunity to receive a past performance rating in the system.

Participation in the pilot program and submission of the requested information is **voluntary**. However, a rating in CPARS could increase small businesses' chances to compete fairly for prime contracts.

Eligibility: A Small Business Concern without a Past Performance Rating as a prime contractor in CPARS may participate in this pilot and request a rating provided all the following conditions are met:

1. The Small Business Concern is a first tier subcontractor under a contract that requires a subcontracting plan;
2. Completed application is submitted within 270 days after the Small Business Concern completed the work for which it seeks a past performance rating OR 180 days after the prime contractor completes work on the contract, whichever is earlier.
3. Subcontract value meets the mandatory CPARS level: exceed the simplified acquisition threshold (as defined in FAR 2.101) or subcontracts for architect-engineer services valued at \$35,000 or more as provided in FAR 42.1502.
4. Subcontractor is registered and active in the System for Award Management (SAM) located at www.sam.gov.

Submission: Subcontractor completes Parts 1 and 2 of the form and sends it, along with any supporting documentation, to the Commercial Market Representative (CMR or Appropriate Official) at SPPP@sba.gov.

The Appropriate Official forwards the form to the Prime Contractor and the Office of Small Disadvantaged Business Utilization (OSDBU or designee) for completion of Parts 3 and 4 as appropriate. The Prime Contractor and OSDBU shall return the completed form to the appropriate official within 30 calendar days.

Part 5 is completed by the Appropriate Official after receipt and entry of the ratings in CPARS.

SUBCONTRACTOR PAST PERFORMANCE PILOT APPLICATION FORM

Part 1: To be Completed by the Subcontractor	
A. Subcontract Information	
Subcontractor Company Name:	
DUNS + 4 Number:	
Subcontract NAICS Code:	
Evaluation Type:	Subcontractor Past Performance Pilot Final
Subcontract Number (Serves same purpose as Prime Contract Number):	
Total Dollar Value:	
Award Date (MM/DD/YYYY):	
Subcontract Completion Date (MM/DD/YYYY):	
B. Prime Contract Information	
Prime Contractor Name:	
DUNS + 4 Number:	
Contact Name:	
Contact Email:	
Contact Phone (XXX) XXX-XXXX):	
Prime Contract Number:	
Total Dollar Value:	
Award Date (MM/DD/YYYY):	
Completion Date (M/DD/YYYY):	
Contracting Officer Name:	
Contracting Officer Email:	
Contracting Officer Phone:	

Part 2: To be Completed by the Subcontractor

Subcontractor Past Performance Factors and Suggested Rating		
A rating must be chosen for each factor or, if not applicable, "N/A" must be selected.		
Rating Element	Suggested Rating	Justification and written evidence supporting suggested rating
Quality		

SUBCONTRACTOR PAST PERFORMANCE PILOT APPLICATION FORM

Schedule		
Cost Control		
Management		
Regulatory		
Other Areas		

Small Business Representation (check one).

The applicant represents that it is, is not a Small Business Concern for the subcontract NAICS.

“Small business concern” means a concern, including its affiliates, that is independently owned and operated, not dominant in the field of operation in which it is bidding on Government contracts, and qualified as a small business under the criteria in 13 CFR Part 121 and the size standard corresponding to the industry or industries in which it will seek to obtain federal prime contracts. Size standards are listed in 13 CFR 121.201 of SBA’s regulations.

Certification:

By signing this certification you are representing on your own behalf, and on behalf of the applicant business, that the information provided in this certification, and any document or supplemental information submitted, is true and correct as of the date set forth opposite your signature. Any intentional or negligent misrepresentation of the information contained in this certification may result in criminal, civil or administrative sanctions including, but not limited to: 1) fines of up to \$500,000, and imprisonment of up to 10 years, or both, as set forth in 15 U.S.C. § 645 and 18 U.S.C. § 1001, as well as any other applicable criminal laws; 2) treble damages and civil penalties under the False Claims Act; 3) double damages and civil penalties under the Program Fraud Civil Remedies Act; 4) suspension and/or debarment from all Federal procurement and non-procurement transactions; and 5) program termination..

Name, Title

Date of Application

SUBCONTRACTOR PAST PERFORMANCE PILOT APPLICATION FORM

Part 3: To be Completed by the Prime Contractor

Prime Contractor Proposed Past Performance Rating			
Only rate factors where the subcontractor provided a suggested rating. If you agree with the suggested rating, select the same suggested factor rating. If contesting the suggested rating, select alternate rating and provide justification for disagreement.			
Rating Element	Subcontractor's Suggested Rating	Prime Contractor Rating	Justification for Rating Non-concurrence
Quality			
Schedule			
Cost Control			
Management			
Regulatory			
Other Areas			
Comments:			

Certification

By signing this certification you are representing on your own behalf, and on behalf of the business, that the information provided in this certification, and any document or supplemental information submitted, is true and correct as of the date set forth opposite your signature.

SUBCONTRACTOR PAST PERFORMANCE PILOT APPLICATION FORM

Any intentional or negligent misrepresentation of the information contained in this certification may result in criminal, civil or administrative sanctions including, but not limited to: 1) fines of up to \$500,000, and imprisonment of up to 10 years, or both, as set forth in 15 U.S.C. § 645 and 18 U.S.C. § 1001, as well as any other applicable criminal laws; 2) treble damages and civil penalties under the False Claims Act; 3) double damages and civil penalties under the Program Fraud Civil Remedies Act; 4) suspension and/or debarment from all Federal procurement and non-procurement transactions; and 5) program termination..

Name, Title

Date

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Part 4: To be Completed by the OSDBU

Office of Small Disadvantaged Business Utilization (OSDBU) Proposed Past Performance Rating Only rate factors not rated by subcontractor as “N/A”. If you agree with the suggested rating, select the same suggested factor rating. If contesting the suggested rating, select alternate rating and provide justification for disagreement.			
Rating Element	Subcontractor’s Suggested Rating	OSDBU Rating	Justification for Rating Non-concurrence
Quality			
Schedule			
Cost Control			
Management			
Regulatory			
Other Areas			

Name, Title

Date

Email

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Part 5: To be Completed by the Appropriate Official

Appropriate Official Information The Subcontractor Suggested Rating, Prime Contractor, and/or OSDBU Rating entered into CPARS by the appropriate official. If either or both the Prime Contractor or the OSDBU non-concur with the Subcontractor Suggested Rating, the CPARS rating will be neither favorable nor unfavorable.	
Appropriate Official Name(Completed by Government Appropriate Official):	
Appropriate Official Title (Completed by Government Appropriate Official):	
Appropriate Official Organization (Completed by Government Appropriate Official):	

NOTE: The estimated burden to complete this form, including compiling and submitting the information is as follows: For Subcontractors the total estimated time is 60 minutes, and for Prime Contractors the estimated time burden is 30 minutes. You are not required to respond to this request for information if it does not display a currently valid OMB Control Number (3245-XXXX). If you have questions or comments concerning this estimate or other aspects of this information collection, please contact the U.S. Small Business Administration, Chief, Administrative Information Branch, Washington, DC 20416 and/or SBA Desk Officer, Office of Management and Budget, New Executive Office Building, Room 10202, Washington, DC 20503. **PLEASE DO NOT SEND FORMS TO OMB.**